

COREDOC AND OTHER POSITION DESCRIPTION INFORMATION

1. **CUT/PASTE PROBLEM:** COREDOC does not allow the flexibility to cut and paste within the document itself. The COREDOC application places duties exactly as the user selects them. To copy/paste within COREDOC or externally through any notepad or WP application really defeats the original intent of the application's use, i.e., efficiencies gained by managers and personnelists in the development and classification of a job description. An alternative would be to select the duties based on whatever criteria is, whether it is percentage of time, importance of each duty, etc. - that would ensure you get the duties the way you want them.

2. **OTHER CLASSIFICATION TOOLS:** To avoid the COREDOC application altogether, you may want to consider using DOD's new addition to the Functional Process Improvements (FPIs). It is a web-based application titled Automated Search Application **FOR POSITION CLASSIFICATION DOCUMENTS, STANDARDS, AND APPEALS - the website is** "<http://www.cpms.osd.mil/scpd/>". Via this website, supervisors & managers can access, review and modify, if necessary, various position documents from three document libraries. The libraries contain Standard Core Personnel Documents (SCPDs), General Core Documents (GCDs), and Simplified Position Documents (SPDs). The documents in these libraries may be used to obtain a position description, recruitment knowledge, skills, and abilities, and training competencies. They are provided as a supplement to the basic COREDOC procedure. The documents are organized by agency (component), so it is easy to find Army documents. The BEST THING about these documents is that they are ALREADY DEVELOPED AND CLASSIFIED. However, if managers "tweak" the content of the jobs, the extent of the tweak determines how much time a classifier has to spend looking at it. Modifications should be tracked through use of any tool function that allows changes to be viewed on screen.

3. **PD LIBRARY:** Additionally, Army now has a PD Library that managers can access via Civilian Personnel On-Line: "http://cpol.army.mil/pd_lib/". Although they are not COREDOCs, the job descriptions (JDs) are considered accurately classified. These JDs can also be downloaded and edited. Again, if editing occurs, the changes should be tracked.